

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held via Zoom on 13th July 2020 at 7.30pm

Present: Chairman Cllr R Barratt, Vice-Chairman Cllr S Williams, Cllr N Dodgson, Cllr J Kirkpatrick, Cllr F Dewey, Cllr K Puddephatt, C Dear (Clerk) & CBC Cllr T Wye

Apologies: CBC Cllr A Zerny

Open Forum: None

Covid 19:

Cllr Barratt informed the meeting that he had been in contact with The Goodwill Committee regarding their work helping residents with issues around Covid-19. He added that he had put CBC and Government guidance messages out on social media.

Play area and Covid-19

Cllr Dewey advised that the Government's advice on reopening play areas was extremely onerous, for example, limiting the number of users at any one time, introducing a booking system, limiting users' time on each piece of equipment, hand sanitiser on each piece of equipment etc. and that he was uncomfortable reopening on this basis.

Cllr Barratt advised that he had been disappointed that the advice issued by the government the day before the proposed reopening of public areas would be very difficult for us to put in place. However, he was aware other play areas had reopened and several residents had contacted him about when the Wrestlingworth Play Area would reopen.

Cllr Dewey advised that the most recent materials received from CBC were much more helpful, along with recognition of the following received from the Association of Play Industries (API) and used by Sevenoaks Town Council:

It is not feasible for Wrestlingworth Parish Council to provide the following:

- Provision of Stewards
- Relocate equipment for social distancing
- Clean equipment daily
- Provide cleaning equipment
- Create entrance and exits (the play area only has one gate)

A risk assessment has been undertaken and the following safety guidelines will be used for opening the play area:

- If you are displaying symptoms of Covid-19 stay at home
- Wash your hands before and after visiting
- Bring your own hand sanitiser and wipes to clean your hands and equipment before and after use
- Follow current social distancing guidelines
- Only one household to use one piece of play equipment at any one time
- If others are waiting, a maximum of five minutes on any piece of equipment

- Remind your children not to put their mouths on the equipment or touch their face or mouth after touching the play equipment
- All litter, including used PPE, must be disposed of using the bin provided or taken home to be disposed of
- Supervise children while they are using this equipment to ensure they follow the guidance

Cllr Barratt stated that if all were in agreement he proposed reopening the play area on this basis with the appropriate signage provided by CBC on the entrance and on the fence at the side of the play area. All agreed.

Cllr Fitzpatrick agreed to laminate the CBC signs

Cllr Dewey agreed to put them up on Tuesday 14 July 2020

ACTION FD & JK

Ethics and Standards Code

Cllr Barratt declared an interest in the planning application regarding his tree and also with regards to discussions about the bottle bank as he is on the Memorial Hall committee.

Cllr Wye reminded Councillors that the CBC Ward Councillor Grant is open again this financial year. As the Parish Council was awarded a grant last year we would not be eligible but other organisations in the parish could apply. There is also a Covid Recovery grant of £1,000 available to people/organisations helping with Covid Recovery. Cllr Barratt agree to publicise the grants.

ACTION RB

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 11th May 2020, having been previously circulated, were approved and signed by the Chairman.

Matters arising & Chairman's Report

In the last nine weeks Cllr Barratt said he had:

- 1) Chased CBC regarding the gutter clearance along the Potton Road - was advised there is a work request raised for this.
- 2) Attended numerous School Governor meetings in regards to getting the school prepared for children to return.
- 3) Reported the need to replace the dog bin at the entrance to Alexander Road - now completed.
- 4) Followed up with CBC Project Manager regarding the lack of progress on the RES - new application now issued for public consultation.
- 5) Discussed condition of Churchyard tree with CBC Tree Officer following Tree Surgeon's report and then submitted urgent removal request, which was granted. Also liaised with PCC members to ensure diocese approval to removal granted.
- 6) Reported overflowing fowl water drain to Anglian Water (bottom of Butchers Lane)
- 7) Reported cracked brook culvert wall to CBC (bottom of Church Lane)
- 8) Reported tree growing in brook to CBC (Adjacent to Woodcrafts Meadow)
- 9) Issued a number of communications via email and social media in response to the Covid 19 situation.

10) Spoke to a number of local children regarding use of play area and vandalism of signs and lock.

11) Communicated with a number of residents regarding the opening of the play area.

Clerk's Report

- Forwarded relevant emails to Parish Councillors
- Completed agenda, budget and financial statement for July's meeting
- Reconciled bank statement with income and expenditure and transferred £12K to cover June, July & August's outgoings
- SAGE – transactions added to end of June
- Completed supporting documentation for Annual Governance & Accountability Return form
- Updated parish website with copy of minutes and agenda
- Completed weekly checks of defibrillator/housing in Wrestlingworth with no issues to date
- Sent notification of planning application to Cllr Williams
- Reported faulty street light on Hatley Road to Terry Seymour – now repaired

Cockayne Hatley Co-Op Land - Village Green & CIC

Not chasing and not heard anything from them.

Voneus update

Nothing more to report – remove from agenda in future.

Woodcraft's Meadow/Dyason Development update

Nothing to report.

Portfolios

PLAY AREA –

Cllr Dewey advised that the ROSPA inspection had taken place in May and whilst there were several minor items, the repair under the swings and the toddler play area were identified as high risk and we needed to address this.

Cllr Barratt enquired as to the cost of resurfacing both areas which Cllr Dewey advised was around £6500, however it was possible to spread the payment over 3 years interest free.

Cllr Barratt proposed that we book the work in for March 2021 and spread the cost over 3 years which was agreed by all. **ACTION FD**

WEBSITE & MILLENNIUM GARDEN - Cllr Kirkpatrick advised that he had made updates to News section on the parish website.

HIGHWAYS – Cllr Dodgson updated the Council on:

Speedwatch - As discussed at the last meeting, the PCC – Kathryn Holloway (KH) and the Beds Police Watch Scheme co-ordinator – Juliette Wright (JW) have been contacted to express the PC's concern at the new vetting requirements for Speedwatch co-ordinators. There was no direct response from Kathryn Holloway but Juliet Wright confirmed that the completion of form NPPV1 was now considered essential due to the implementation of GDPR. As no one in the local group is prepared to complete the form and become co-ordinator, the Wrestlingworth Speedwatch

operation will have to close. It was agreed that Cllr Dodgson would formally write to KH and JW on behalf of the Parish Council requesting an increase in police speed monitoring in Wrestlingworth in light of the closure of the scheme and to request for the collection of the monitoring equipment. **ACTION ND**

High Street speed reduction measures – RMF - The PC's Rural Match Fund contribution of £6,574 has now been paid to CBC bringing a successful conclusion to this project.

Cockayne Hatley speed reduction measures

Cllr Puddephatt informed the Council that he had asked Judith Wong for a street sign for Village Road when CBC are doing the assessment for a new 20mph speed limit.

Planning

The current Planning applications were discussed. (**Appendix C**)

Cllr Williams confirmed that, regarding the Potton Road Development, there were drawings regarding drainage with the current application along with details on the adoption of the road.

Finance

Councillors approved the payment of invoices (**Appendix A**), which included 4 payments that had previously been approved and completed by email between meetings.

The Financial statement (**Appendix B**) was reviewed.

The over-spend on the speed reduction measures was noted.

Clerk asked to get an update on the request for Cllr Kirkpatrick to have authorisation on the Council's bank account. **ACTION CD**

Cost of Zoom – It was agreed that Cllr Barratt could claim half the cost of monthly Zoom subscription.

Alan Walden (our internal auditor) has written to say that he has completed the audit and, in his opinion, the Parish Council's system of financial and other internal controls over its activities and operating procedures are effective and comply with statutory regulations. He ended the letter by saying that there are no matters which needed to be drawn to the Parish Councillors' attention. Cllr Barratt signed the AGAR 3 form for the clerk to send to the external auditors.

ACTION CD

Correspondence

Grant request from Magpas Air Ambulance received. It was noted that the Councillors had previously agreed that grants would only be made to local organisations. Cllr Kirkpatrick said that he thought it a very useful service for our parish considering our rural location and reminded Councillors that the service had supported 2 residents in the recent past. A one-off donation of £200 was suggested in recognition of this support – all agreed. **ACTION CD**

Cllr Barratt said that he had responded to a number of messages on the parish facebook page, mostly to do with the play area. He added that if there was anything received via Facebook that required agreement by Council, he would not attempt to answer and will circulate it round for a response to be agreed.

Cllr Williams asked whether the query from Darren McKeown (via website in June) regarding parking on the high street had been dealt with. Clerk said that she would look into it and get back to Darren. **ACTION CD**

Any Other Business

St Peter's Burial Ground

Cllr Williams informed the Council, for information, that when the current burial ground is full, responsibility for providing space for graves will fall to the parish council. She added that if a large tree was to be removed from the site then the burial ground will be full by 2040. However if the tree remains this reduces the time by 5 years. So the Parish Council should be looking out for a piece of suitable land in the village.

Bottle Bank

The bottle bank has been removed from the carpark of the Chequers Pub due to broken glass and the uneven surface they were placed on. The bins were then moved to the Memorial Hall. The Parish Council are not responsible for the placement of the bins at the Memorial Hall and the Memorial Hall Committee do not want them on their property and have asked for them to be removed. The Council discussed if there was an alternative location in the village but none was considered suitable. Cllr Barratt agreed he would discuss with the landlord of the Chequers Pub the option of having a suitable hardstanding installed and the bins returned to the car park at the pub. **ACTION RB**

It was agreed that guidance notes for the play area with relation to Covid-19 would be put in the Village Link magazine. **ACTION SW**

The meeting closed at 9 pm

Date of Next Meeting – Monday 14th September 2020 at 7.30pm

Appendix A**Payments for approval – July 2020**

The following accounts are to be paid and the clerk requested the council's endorsement.

June	E-on Electricity supply D/Debit		208.74
July	E-on Electricity supply D/Debit		202.00
May	Clerk's Salary D/Debit		427.28
June	Clerk's Salary D/Debit		427.28
June & July	Clerk's expenses (Telephone, Internet, Stamps, stationery)		30.00
June	SAGE – accounting software D/Debit		21.60
July	SAGE – accounting software D/Debit		21.60
May & June	Interest - Lloyds	4.14	
May	D Granger – grass cutting		609.41
June	D Granger – grass cutting		609.41
June	Grant – Wrestlingworth Goodwill Fund*		1,000.00
June	TM Tree Services*		650.00
June	CBC – High Street speed reduction measures – RMF contribution*		6,574.00
May	Parish Council Websites*		120.00
June	Alan Walden – Internal audit		100.00
June	ROSPA – annual inspection of play area equipment		128.40

*Invoices paid between meetings with Council's approval.

Appendix B

WRESTLINGWORTH & COCKAYNE HATLEY PARISH COUNCIL**FINANCIAL STATEMENT AT 30 JUNE 2020 WITH BUDGET TO MARCH 2021**

	<u>Year to 31 March 2021</u>		<u>Year to 31 March 2020</u>	
	<u>Actual to 31 March 2021</u>	<u>Budget for year</u>	<u>Actual</u>	<u>Notes</u>
Income				
Precept	23,610.00	23,600.00	22,482.00	1
Interest	5.46	20.00	19.47	
Gross Cutting Contribution		380.00	380.33	
Insurance Claim re Churchyard			788.00	
VAT refund to March 20	288.72	288.72	259.96	
Total Income	23,904.18	24,288.72	23,929.76	
Operational Expenses				
Accountants fees & Sage	54.00	400.00	307.00	
Affiliation Fees	172.00	300.00	314.00	
Amenity Field lease		120.00		2
British Legion		25.00	19.00	
Church Clock Maintenance		250.00	266.00	
Churchyard Maintenance		250.00	740.00	
Clerk's expenses	140.00	300.00	297.01	
Clerk's salary	1,281.84	5,400.00	5,127.46	
Election expenses		65.00	65.06	
Electricity - street lighting	589.98	2,200.00	2,347.09	
Electricity/lighting - maint		500.00	1,123.75	
General Maintenance		500.00		
GDPR Data Protection		35.00	35.00	
Grants (see below)	1,300.00	1,500.00	1,500.00	
Normal Grass and Hedge cutting	1,523.52	8,000.00	7,020.92	
Other grounds & tree work	650.00	450.00	450.00	
Insurance	858.18	900.00	841.21	
Memorial Hall Hire	14.00	90.00	70.00	
Millennium Garden		100.00		
Parish Tidy Up		250.00	211.67	
Playing field Maintenance		750.00	592.80	
Playing field lease		360.00		3
Training expenses		100.00	60.00	
Web site	120.00	250.00	252.00	
Vat expensed and not yet recovered	331.47	0.00		

	7,034.99	23,095.00	21,639.97	
Operating surplus/deficit	16,869.19	1,193.72	2,289.79	
Projects & rent arrears				
Allotment lease and set up Defibrillator		2,500.00	4,780.00	4
Defibrillator Ward Cllr Grant			-2,000.00	
Speed reduction measures	6,574.00	4,074.00		
Amenity lease arrears		360.00		2
Playing field lease arrears		2,880.00		3
Cockayne Hatley land & set up		3,000.00		4
Net Project costs	6,574.00	12,814.00	2,780.00	
Overall surplus/deficit	10,295.19	-11,620.28	-490.21	
RESERVES				
Bank brought forward	30,296.15	30,296.15	30,786.36	
(Deficit)/Surplus for period	10,295.19	-11,620.28	-490.21	
Bank carried forward	40,591.34	18,675.87	30,296.15	5
VAT refund due	331.47		288.72	
Total	40,922.81		30,584.87	7
GRANTS PAID IN YEAR				
Village Link	150.00	150.00	150.00	
Wrestlingworth Goodwill Fund	1,000.00		1,000.00	
Lower School	150.00	150.00	350.00	
	1,300.00	300.00	1,500.00	
Bank balances				
Current account - 31/06/2020	934.98		2,557.51	
			27,738.64	
Deposit account - 31/06/2020	39,656.36		4	
			30,296.15	
	40,591.34		5	

NOTES TO BUDGET

- 1 5% increase
The old lease expired September 2016 with annual rent of £120. It has not yet been renewed by C
- 2 paid.
- 3 The old lease expired March 2011 with annual rent of £360. It has not yet been renewed by CBC a
The last email on this from CBC dated 19 Nov 18, we were seeking a reduction and time to pay.
- 4 Estimated costs

Appendix C

Planning Applications as at 10th July 2020

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/19/01999/REG3 27.01.20	Land off Potton Road, Wrestlingworth	New plan for 5 dwellings now proposed.	Clarification obtained on adoption of road	Consultation extended to 23.07.20
CB/EN/19/0390 23.08.19	Land at Randalls Close	Enforcement Case re: creation of parking spaces	No comment	Case closed
CB/EN/19/0541 26.11.19	81 High Street, Wrestlingworth	Enforcement Case re: erection of fence and vehicle crossover	No comment	Case closed
CB/EN/19/0561 06.12.19	21 Village Road Cockayne Hatley	Enforcement Case re: change of use of agricultural land to garden and erection of garden building	Options discussed with owner at May PC meeting	Awaiting decision
CB/20/01288/FULL 20.04.20	Home Farm, Village Road, Cockayne Hatley	New single storey outbuilding to provide workshop & store. Demolition of existing shed	No comment	Granted 10.06.20
CB/20/01481/FULL 22.05.20	The White House, 47 High Street, Wrestlingworth	Carport to rear of property	No comment	Awaiting decision
CB/20/01765/FULL 01.06.20	Brook End Barn, Village Road, Cockayne Hatley	Triple garage with ancillary accommodation	Object -text available on CBC website	Application withdrawn 29.06.20
CB/TCA/20/00293 17.06.20	Old School House, 1 Church Lane, Wrestlingworth	Removal of silver birch tree	No comment	Awaiting decision
CB/20/01942/FULL 18.06.20	7 Church Lane, Wrestlingworth	First floor extension		Comments by 24.07.20
CB/20/02222/FULL 02.07.20	19A Village Road, Cockayne Hatley	New shed (already built)		Comments by 31.07.20

